



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.14	Subject: TOOL CONTROL
Reference: DOC Policy No. 3.1.14	Page 1 of 11 and 3 attachments
Effective Date: February 1, 1997	Revision: (new effective date) May 13, 2009
Signature / Title: /s/ Mike Mahoney / Warden	
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator	

I. PURPOSE

To maintain all tools, knives, food service implements, medical needles, and syringes in a safe manner to reduce the risk that they are lost, damaged, or used for other than their intended purposes.

II. DEFINITIONS

Class 1 “Restricted” Tool - a tool that may reasonably be considered or used to cause serious bodily harm, effect an immediate escape, or compromise security.

Class 2 “Hazardous” Tool - a tool that, without alteration, that may reasonably be considered or used to cause serious bodily harm.

Class 3 “Non-hazardous” Tool - a tool that may reasonably be considered or used to cause bodily harm.

Direct Supervision - for the purpose of this operational procedure, requires staff to supervise an inmate or a group of inmates by remaining in the immediate area and observing inmate movement and tool use to reduce the possibility that tools are not lost, damaged or used for other than their intended purpose.

DOC I.D. Number - the Department of Correction identification number that is assigned to all offenders in the system, formerly known as the offender A.O. number.

General Supervision - for the purpose of this operational procedure, requires staff to supervise an inmate or a group of inmates by remaining in the general area and observing inmate location and tool use on an hourly basis.

Locked Housing Unit - Maximum Security, Administrative Segregation, and Close III.

Minimum Supervision - for the purpose of this operational procedure, requires staff to supervise an inmate or a group of inmates by observing inmates’ location and tool use every three hours. The majority of inmate activities are performed independent of staff direction and observation.

Physical Tool Inventory - a physical matching of each tool in a tool storage areas to the respective tool inventory list.

Secure Perimeter - for the purposes of this operational procedure means the double and single fence.

Security Major - the person designated by the Warden to manage all MSP security operations.

Shadow Board - a board or cabinet used for tool storage with painted shadows in the shape of each tool to make missing tools immediately noticeable.

Staff use only tool - a tool that is deemed too dangerous for facility security to be handled by an inmate.

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Sub-inventory List - a break down of the tool inventory list of an area or shop to individual inventories of tool boards or tool cribs.

Tool - any device or instrument provided by MSP & MCE or a contractor that is used in the performance of work. This includes any device that is crafted from or is a modification of such devices or instruments.

Tool Box - a box used to transport tools.

Tool Chit - a metal or other durable tag that identifies on a shadow board that a tool is in use, out for repair, or otherwise not present, and /or who has checked it out.

Tool Crib - a secure area used to issue, control, and store tools, which may be mobile or stationary.

Tool Inventory List - an electronic or hard copy list of tools in a particular area or shop.

Unit Management Team - the staff members assigned to work in an inmate housing unit who oversee the programs, activities, and day-to-day operations within the unit. Team members usually include the Unit Manager, shift Sergeants, and Case Manager. For further clarification, refer to *MSP/DOC 4.2.3, Unit Management*.

Visual Inspection - a visual inspection of a toolbox, shadow board, or tool storage area to account for the presence of all tools.

III. PROCEDURES

A. Responsibilities

1. The Security Major is responsible for the overall operation of the tool control program, but shares the responsibility for the day-to-day operation with the head of each department utilizing tools.
2. The Security Major will appoint Tool Control Specialists who are responsible for tool inventories, tool marking, tool storage location, and tool security.
3. All employees are directly responsible for control of the tools in their particular work area.
4. Failure to follow tool control procedures by staff or inmates constitutes a serious security breach and may result in disciplinary action.

B. Tool Categories

1. A Tool Classification Committee comprised of the Security Major, Tool Control Specialists, and appropriate department heads or designees will classify every tool in the facility into one of the four following categories. The tools listed are only limited examples of the tools in each of the four categories. A complete listing of tools and their classification category is found in the Tool Inventory List or the Tool Control Specialists Master Inventory List.
 - a. **CLASS 1**
 - 1) All metal cutting blades including diamond tipped bits, blades and wheels (if the cutting blade is left on the portable grinder motor then the assembly must be controlled).
 - 2) Fencing, lineman, and diagonal-cutting pliers over 6 inches in length.

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- 3) Bolt and cable cutters.
- 4) Hacksaw blade (if the blade is left in the frame then the assembly is controlled).
- 5) Channel locking pliers over 14 inches in length.
- 6) Pipe wrenches over 14 inches in length.
- 7) Ladders greater than 8 feet in length.
- b. **CLASS 2**
 - 1) All knives and scissors; screwdrivers with an overall length greater than 9 inches.
 - 2) Channel locking pliers 6 inches to 14 inches in length.
 - 3) Pipe wrenches 6 inches to 14 inches in length.
 - 4) Sledge hammers weighing more than 8 pounds.
 - 5) Ladders up to 8 feet long.
- c. **CLASS 3**
 - 1) Hand-held wrenches; hammers; pliers without cutting capabilities.
 - 2) Socket sets and attachments.
 - 3) Screwdrivers 9 inches in length or less.
 - 4) Sledge hammers weighing 8 pounds or less.
 - 5) Hacksaw frame without blade.
- d. **STAFF USE ONLY TOOLS**
 These include, but are not limited to:
 - 1) Powder charged tools and charges.
 - 2) Lock installation kits, and lock picks.

Staff Use Only Tools will be stored in the Armory or other secure area, and may not be handled by an inmate under any circumstance.

C. **Tool Storage**

- 1. Staff must secure/store all Class 1, 2, and 3 tools that are not in use inside the secure perimeter in a locked tool crib or secure tool room. Class 1 tools must be separated from Class 2 and 3 tools by a security type door.
- 2. Storage of tools outside the secure perimeter requires that Class 1 tools will be secured in a locked tool crib inside a secure tool room when not in use. Class 2 and Class 3 tools will be placed in secure areas on shadow boards or kept in toolboxes in a manner that maintains tool accountability.
- 3. **Shadow Boards**
 - a. Staff must hang tools within tool cribs on shadow boards.
 - b. Only one tool may hang in front of each corresponding tool shadow.
 - c. Tools that are not adaptable to a shadow board must be stored in locked drawers, cabinets, chests, or rooms.
 - d. When a tool is removed from permanent inventory, the corresponding shadow must be immediately removed from the board.
 - e. Anytime a tool is permanently removed from the shadow board, the existing shadow must be painted over with white paint.
 - 1) The location number will remain at the location to indicate that the tool has been permanently removed.
 - 2) The Tool Control Specialists will note on the tool inventory list that the corresponding location number doesn't currently have a tool assigned to it.

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- f. Shadow boards will have the following shadow colors by tool class:
 - 1) Class 1 tools will be stored over a red shadow.
 - 2) Class 2 tools will be stored over a yellow shadow.
 - 3) Class 3 tools will be stored over a black shadow.
4. Staff will store ladders and lifts inside the secure perimeter in secured areas, and procedures will ensure that these items are secured from use in an unauthorized manner.
5. Staff will store ropes, cables, hoses and extension cords over 25 feet in length within the secure perimeter in a secure room when not in use, and they will be accounted for daily.
6. Tools within the single fenced perimeter:
 - a. The supervisor or designee must secure tool cribs and/or shadow boards with a supervisor's lock during all off shift hours.
 - b. An inmate lock may be used to secure a tool crib or shadow board during normal working hours, (including lunch period) while the inmate is performing his job assignment. All inmate locks will be chitted out on a daily basis.
7. ***Staff Use Only Tools will be stored in the Armory or other secure area, and may not be handled by an inmate under any circumstance.***

D. Tool Issue

1. MSP and MCE staff will primarily use a tool chit system for the issue of tools, but may use a system of tool check out logs, tool chits, or combination of each.
 - a. When using a tool chit system, the staff member or inmates will place a chit on the corresponding hook that they removed the tool from on the shadow board. Inmate tool chits will be distinguishable from staff and repair chits. Inmates may only possess tool chits at their assigned work area.
 - b. When using a tool check out log the staff member or inmates will record the date, tool number, person issuing the tool, the person being issued the tool, the time in, and time out.
2. Tools must be returned to their proper place on the shadow board immediately after use.
3. When tools are removed from inventory for repair purposes, staff will place a repair chit on the corresponding hook that the tool was from indicating it is out for repair.
4. The department head may authorize inmates to work inside a class 2 or 3 tool room for the purposes of issuing tools.

E. Supervision of Inmates Using Tools

1. For locked housing units, inmate workers will be limited to using only Class 3 tools, and then only under direct staff supervision and with pre-approval by both the Security Major and Unit Manager.
2. Inmate worker use of Class I tools within the single and double fence perimeters requires direct supervision.
3. Inmate worker use of Class 2 tools within the double fence perimeter requires direct staff supervision. Inmate worker use of Class 2 tools within the single fence compound requires general staff supervision.
4. Inmate worker use of Class 3 tools within the double and single fence compounds requires general staff supervision.
5. Inmate worker use of Class 1, 2, and 3 tools outside the double and single fence compounds requires minimum staff supervision.

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F. Tool Quotas

1. The Security Major and department heads will establish the number of tools to be stored in each tool storage area.
2. Department heads and work area supervisors will maintain and account for all tools in their areas.
3. Staff will keep only required tools, and, with periodic checks, the Department heads will determine if any tool is in excess of need.
4. All work area tools not used on a consistent basis will be transferred from the tool inventory to the Tool Control Specialists who will store the tool in a safe and secure area prior to disposal. The Tool Control Specialists will maintain record of the disposal of excess tools and originating work locations.
5. Extra cutting saw blades; knives, etc. will be kept in secure storage under the control of the Tool Control Specialists and issued as required.

G. Procurement and Receipt of Tools

1. Tools received by the facility, from any source, will be immediately delivered to the Main Warehouse or the MCE accounting office.
 - a. Tools will be received by staff members only.
 - b. Staff member will place received tools in a secure approved storage area.
 - c. The Warehouse and/or MCE accounting office supervisor will notify the Tool Control Specialists when they have received new tool shipments to be picked up.
 - c. The Ranch and Dairy Managers may purchase a tool(s) in an emergency situation without notifying the Tool Control Specialists, because of the conflicting schedules. The Ranch and Dairy Managers must report the purchase of the tool(s) on the next working day to the Tool Control Specialists so that the inventory can be adjusted.
2. The Tool Control Specialists or designee will maintain an inventory of tools received and tools eliminated from inventory.
3. Tool purchase requests must follow the following procedure:
 - a. The requesting supervisor will fill out the tool purchase request and forward it to their Department Director or Manager for sign-off.
 - c. The request is delivered to the Tool Control Specialists for sign-off.
 - d. The request is routed to the Security Major for sign-off if the tool is a new tool add.
 - e. The only exception is the Ranch/Dairy/Industries in emergency situations.
 - f. Any tool adds must be classified at the time of order. The department director or manager will note the suggested tool classification on the form. This will be reviewed by the Tool Control Specialists and Security Major for concurrence or discussion if differences exist. Resolution of differences regarding tool classification will be worked out between the Tool Control Specialists, Security Major, and the appropriate Department director or manager.

H. Tool Inventory/Documentation

1. The Tool Control Specialists will maintain a complete inventory of all tools and their locations. This will include a tool inventory list prepared for each area in which tools are stored or used.

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2. A complete set of tool inventory lists will be maintained in the office of the Tool Control Specialists and will be available at all times to staff. These tool inventory lists must be typed or computerized, signed by the supervisor and Tool Control Specialists, and kept in loose-leaf binders. The tool inventory lists will be current, filed and readily available for tool inventory and daily tool accountability.
3. Each tool storage area, including tool boxes and pouches, will have a current hard copy tool inventory list or sub-inventory list that will remain at or with each tool storage area.
4. In tool cribs that utilize shadow boards, the tool location number on the tool inventory list will match the corresponding tool location number on each shadow board to aid in inventory taking and visual inspection.
5. The Tool Control Specialists will reconcile the current inventories with the previous inventories taking Lost or Missing Tool Reports (*see attachment A*) and change-in-inventory notifications into consideration. Any discrepancies will be reported to the Security Major. The Tool Control Specialists will initiate an investigation of any/all discrepancies. A copy of the results will be forwarded to the program director or department head and the Security Major.
6. The Tool Control Specialists will combine all tool inventory lists into a master inventory list. A copy of the master inventory list will be forwarded to the Security Major or designee. The master inventory list and copy will be maintained in an active file separately for one year and a dead file for three years.
7. Shop and crew supervisors will report changes in tool inventory to the Tool Control Specialists immediately in writing.

I. Tool Inventory Procedure

1. At the beginning and end of the work day, and prior to going to lunch, supervisors inside of the secure perimeter will conduct a visual inspection in their assigned work area to make sure that all tools are accounted for.
 - a. They will log the results in a Tool Inventory/Visual Inspection and Physical Inventory Log Book (*see attachment C for an example*).
 - b. When a staff member supervises multiple tool storage areas in a work area, they may make a combined entry in the logbook to record the results of their visual inspection. The entry should list the individual tool storage areas inspected.
 - c. Photocopies of tool inventory log book entries will be made available to the Tool Control Specialists upon request.
 - d. Tool Inventory/Visual Inspection and Physical Inventory Log Book will be sent to the Tool Control Specialists when all pages in the logbook are completed.
2. For Class 1, 2 and 3 tools stored, outside the secure perimeter, in tool cribs or storage rooms, a visual inspection will be required every other day by supervisors. Inspections will be logged in the Tool Inventory/Visual Inspection and Physical Inventory Log Book.
3. Supervisors with tools stored in the supervisor's vehicle tool boxes will visually inspect the contents of the toolbox at the beginning or the end of the normal work shift at least twice a week. Refer to III.H. above for documentation procedures.
4. At a minimum, area supervisor or designees will physically inventory all tool storage areas every three months, but where possible be done every two months. The person conducting the physical inventory will document the completion of the inventory in the Tool Inventory/Visual Inspection and Physical Inventory Log Book. Supervisors will use the following procedures when performing physical tool inventories:

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- a. The supervisor will make a copy of the current tool inventory list for the appropriate tool storage area to perform the physical tool inventory.
- b. The supervisor performing the physical inventory will check each tool item off on the copy of the tool inventory list, sign and date.
- c. If the supervisor finds any changes or discrepancies during the physical tool inventory they will send a copy of the physical tool inventory lists to the Tool Control Specialists and Security Major for resolution.
- d. The supervisor will send the original physical tool inventory sheets to the supervisor's Program Director or Manager.
- e. If the supervisor finds any discrepancies during the physical inventory they will retain a copy of the physical tool inventory lists in the tool storage area. These lists will remain in the tool storage area until the Tool Control Specialists replace it with a new tool inventory list.
5. The Tool Control Specialists will conduct random complete tool audits every six months, checking for proper inventories, markings, and storage of tools. The Tool Control Specialists will forward the audit report, with necessary comments and suggestions for improvements, to the work area supervisor and the Security Major.
6. The Tool Control Specialists and available MSP staff will conduct random inspections of tool storage areas.

J. Food Service Tools

1. All food service tools must be classified.
2. All knives must be marked with the food service identification symbol, and be consecutively numbered to facilitate inventory.
3. A chit exchange system will be used to issue tools.
4. Extra cutting saw blades; knives, etc. will be kept in secure storage under the control of the Tool Control Specialists and issued as required.
5. Food service knives must be used under direct supervision or attached to a lanyard. All knives will be accounted for at the end of each food service shift.
6. At shift change, both the relieving employee and the employee being relieved will inventory all tools.
 - a. This inventory will be noted on a control sheet and signed by both employees.
 - b. The control sheet will remain in the cabinet until the end of the day when all tools have been returned. It will then be signed by the food service employee and forwarded to the Food Service Manager, who will initial the form and file it for 30 days.
7. The Tool Control Specialists will check the food service tool cabinets randomly for inventory accuracy. A report of this inspection will be forwarded to the Security Major and the Food Service Manager.
8. Missing tools will be reported according to the procedures outlined for other missing tools.
9. Food service staff will keep all yeast; poppy seed, nutmeg and cayenne pepper (as well as other cooking substances that may be used improperly by inmates) under lock and key. Food service staff will keep a perpetual inventory on all stocks of yeast and similarly controlled items. Yeast wrapping paper will be controlled by staff until disposed of outside the facility.
10. All knives and salad bar utensils must be attached to the appropriate table by a lanyard.

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11. This operational procedure, in its entirety, applies to Food Service Department.

1) Medical Tools and Medications

1. Medical staff have the primary responsibility for needles, syringes, and controlled medications.
2. Because of their size and character, specifically designated medical department tools will not be marked, but will be kept in a locked storage area or container.
3. The Director of Nursing or designee will maintain an accurate, daily inventory of instruments such as scalpels and other tools.
4. Ordering and receiving of all instruments, controlled medications, needles and syringes will be through procedures that ensure that none of these items enter the facility without proper inventory and physical controls.
5. Needles and syringes:
 - a. Only the minimum number of syringes and needles needed for the proper operation of the medical department will be available for daily use. They will be kept in a secure place until needed.
 - b. Each shift supervisor will ensure that a daily perpetual inventory of all current-use needles and syringes (by size) is maintained.
 - c. These daily supplies will be replenished from bulk reserve stock supply as they are used, and the inventories adjusted accordingly.
 - d. The bulk reserve stock of hypodermic needles and syringes will be kept in a locked, secure area, and an accurate and current inventory will be maintained and displayed.
 - e. Inventory procedures while in bulk storage will involve joint monthly reconciliation of amounts on hand. This will be done by the Director of Nursing or designee and a Correctional Healthcare Services Technician (Infirmary Aide).
 - f. Needles and syringes will be disposed of off site, using procedures approved by local health authorities. Interim storage while awaiting disposal will be in a secure container that is kept in a locked area accessible only to staff.
7. At a minimum, narcotics and other controlled drugs will be stored, dispensed and inventoried in compliance with state regulations.
8. This operational procedure, in its entirety, applies to the Medical Department.

L. Tool Marking

1. All tools will be marked with an etching tool prior to issue and color coded according to tool classification. This marking will consist of a two- or three-letter code distinguishing the area to which the tool is assigned, and a numerical code keyed to the tool itself for identification purposes.
2. For visibility and classification awareness, all tools will be color-coded. They will have a band of paint at least one inch wide at the point of least wear. The following is a list of the class of tools and recommended colors:
 - a. **Class 1 - RED**
 - b. **Class 2 - YELLOW**
 - c. **Class 3 - GREEN**
 - d. **Staff Use Only Tools - PINK**

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3. Tools that are too small to mark or that cannot be marked without damage, such as surgical instruments etc. or tools, will be inventoried and kept in locked storage when not in use.

M. Tool Exchange, Replacement, & Destruction

1. When a tool becomes unserviceable, worn out or broken and the work area supervisor requests a replacement, no change will be made in the inventory. The replacement tool will be given the same identifying number as the tool that is being removed from use.
2. When a tool requires replacement because it is broken or worn out, an MSP/MCE Tool Receipt for Broken, New or Tool to be Repaired form (*attachment B*) will be submitted to the Tool Control Specialists.
3. All broken, worn out, or excess tools will be taken to the Tool Control Specialists who will ensure they are disposed of as follows:
 - a. Broken or worn out tools - the Tool Control Specialists will dismantle or render them unsalvageable and take them to a local recycling center for disposal.
 - b. Excess tools:
The Tool Control Specialists will deliver serviceable excess tools that are of no use to MSP/MCE to the State Surplus in Helena.
 - c. The Tool Control Specialists will document the disposal of all tools.
4. There will be no transferring of tools from one department to another without prior approval from the appropriate Department Head and the Tool Control Specialists. A supervisor may check out a tool from another department by using the chit exchange and/or logbook system.
5. All new/replacement tools will be immediately marked and documented by the Tool Control Specialists.

N. Lost Tools

The staff member responsible for the tool must make an immediate notification to the Shift Commander and the Tool Control Specialists. A completed missing tool report (*attachment A*) must be submitted to Shift Commander by the end of the day.

1. The responsible shop/crew supervisor will notify the Shift Commander and will confine the assigned inmates to their work area.
2. The shift supervisor will ensure that proper searches of inmates and the work area are completed prior to releasing the inmates from their work areas.
3. If the missing tool is a Class 1 tool or is deemed a major threat to the safe and orderly operation of the Institution, the Shift Commander has the authority, on a case-by-case basis, to have the entire crew strip-searched at the Change House prior to allowing the crew back inside the compound. In addition the Shift Commander may direct the IPS team and whatever resources that are deemed necessary to conduct a search of the work location before allowing inmate workers back into the area.
4. If the missing tool is not located, appropriate inventories will be immediately adjusted to indicate the tool is missing.
5. The shop supervisor will fill out an MSP/MCE Lost or Missing Tool Report (*attachment A*) and submit it to the Tool Control Specialists. A copy will be forwarded to the Security Major.

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6. The Tool Control Specialists will complete the MSP/MCE Lost or Missing Tool Report (*attachment A*) and submit it through the appropriate chain of command, covering all action taken to locate the missing tool.
7. When a tool issued to an inmate or staff member becomes lost or missing the inmate or staff member may be subject to disciplinary action.

O. Ramset Guns and Ammunition

Explosive-driven tools will be stored with their ammunition in the armory, or other secure area as deemed appropriate by the Security Major. These tools will be issued to and used by employees only. Expended shells will be returned to the armory for accountability and disposal after use.

P. Contractor and Other Non-Institutional Tools

1. The Tool Control Specialists or designee will inspect and inventory all tools prior to being introduced into the fenced area of the facility by contractors or others, and re-inspect and reconcile the inventory list prior to them exiting the facility. All contractors inside the secure perimeter will be directly supervised at all times.
2. A correctional officer, or other assigned employee, will escort contract or other non-employee workers while in the facility. This is to help ensure that no tools are left behind, work activities are confined to the authorized area, and work is performed with proper security and safety precautions.
3. At departure, the inventory will be checked to ensure that all tools are present, and the entrance log will be marked.
4. Specialty tools, when needed, may be rented with notification of department head, Tool Control Specialists and the Security Major. Notification will also be made to the Tool Control Specialists and Security Major when the tools being rented are returned.
5. The Tool Control Specialists will inspect and inventory all tools belonging to contractors working outside the secure perimeter for an extended period of time (A & E construction projects, etc.). The Tool Control Specialists will re-inspect and inventory these tools at the end of the construction period. Contractors will account for their tools on a daily basis. The Tool Control Specialists will periodically monitor contractor tool use and accountability outside the secure perimeter. Problems noted will be discussed with the Security Major and the supervisor responsible for the construction project.
6. Contractors working outside the secure perimeter on a short-term basis will have the Tool Control Specialists inspect the tools that will be used for classification and number of tools. The supervisor in the assigned work area will monitor tool use and ensure that the contractor accounts for all their tools on a daily basis. The Tool Control Specialists will periodically monitor contractor tool use and accountability outside the secure perimeter. Problems noted will be discussed with the Security Major and the supervisor responsible for the construction project.

Q. Inmate Hobby Craft

Procedures for hobby accessories and materials are covered in *MSP/DOC 5.5.4, Hobby Crafts Program*.

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R. Vehicles Coming Inside the Single Fenced Perimeter for Service

1. Vehicles with inmate accessible toolbox:
 - a. A hasp will be fitted to all toolboxes in vehicles with inmate access that will be entering the fenced compound.
 - b. During the inspection/search of the vehicle when it is entering the compound, the Guard Station officer will secure the toolbox and its contents by applying a lock to the hasp.
 - c. During the inspection/search of the vehicle when it is leaving the compound, the Guard Station officer will inspect the lock and toolbox.
 - 1) If the Guard Station officer determines the lock or toolbox hasn't been tampered with they will remove the lock.
 - 2) If the Guard Station officer determines the lock or toolbox has been tampered with they will inspect the contents of the toolbox and compare the inventory list with the actual tools to determine if any tools are missing.
 - 3) If a tool is missing the Guard Station officer will implement the procedures for lost tools as outlined in section III.N. above.
2. Supervisor vehicle toolboxes:
 - a. The Guard Station officer will place a security seal across or through the opening of the toolbox before it enters the compound.
 - b. The Guard Station officer will inspect the seal before the vehicle leaves the compound.
 - 1) If the Guard Station officer determines the seal hasn't been tampered with they will remove the seal and proceed with processing the vehicle.
 - 2) If the Guard Station officer determines this seal is broken, or appears to have been tampered with, they will inspect the contents of the toolbox and compare the inventory list with the actual tools to determine if any tools are missing.
 - 3) If a tool is missing the Guard Station officer will implement the procedures for lost tools as outlined in section III.N. above.
3. There is no requirement for visual inspection a vehicle's toolbox while it is inside the compound as long as the toolbox remains secured or sealed in the above manner while it is inside the compound.

IV. CLOSING

Questions concerning this procedure will be directed to the Security Major or designee.

V. ATTACHMENTS

MSP/MCE Lost or Missing Tool Report	attachment A
MSP/MCE Tool Receipt for Broken, New or Tool to be Repaired	attachment B
MSP/MCE Tool Inventory/Visual Inspection and Physical Inventory Log Book	attachment C

MSP/MCE LOST OR MISSING TOOL REPORT

To: TOOL CONTROL SPECIALIST	Date:
From (shop or area foreman name):	Shop:

The following tool(s) is being reported as lost or missing:

Description

Size

Inmate assigned to & register #

Date tool was last accounted for:	Time:	Person accountable:
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Circumstances of lost or missing tool:

Efforts made to find or recover tool:

Action taken against inmate to whom tool was assigned:

REPORT OF RECOVERY OF LOST OR MISSING TOOL

(To be completed in the event the missing tool is recovered. This report is to be signed by the shop or area foreman. This form will be retained by Chief Correctional Supervisor and all other copies will be destroyed.)

Circumstances of Recovery:

Signature of shop or area foreman:	Date:
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Copies: TOOL CONTROL SPECIALISTS
SECURITY MANAGER
DEPARTMENT MANAGER

MSP/MCE TOOL RECEIPT FOR BROKEN, NEW OR TOOL TO BE REPAIRED

To: Tool Control Specialists

Date: ____/____/____

This form is a request to add, replace or repair a tool for a department. All tools that are ordered will be delivered to the Warehouse. Warehouse staff will notify a Tool Control Specialist of the delivery.

☐ **New Tool Add:** must be signed by the Security Manager, a Tool Control Specialist, and the Department Manager before the tool is ordered.

☐ **New Tool Replace:** must be signed by the Department Manager and a Tool Control Specialist before the tool is ordered. A Tool Control Specialist will replace the broken/missing tool with the new tool.

☐ **Tool Repair/Lease:** must be signed by the Department Manager and a Tool Control Specialist before the tool is mailed or taken out to a repairman. A Repair Chit will be placed on the Shadow Board and an entry will be made in the Daily Tool Log noting the tool is out being repaired.

Description of Tool(s) Tool Control APO#	Number of Tools	Tool Marking	Board Number	Location of Tool

Tool repaired by (Vendor): _____

RC _____

OE _____

Turned in by: _____

Department Manager: _____

Security Major: _____

Tool Control Specialist: _____

VENDOR:

CC: White: Tool Control Specialists

Canary: Security Major

Pink: Department Manager

MSP/MCE TOOL INVENTORY/VISUAL INSPECTION AND PHYSICAL INVENTORY LOG BOOK

[illegible]

